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DESIGN BRIEFING SYSTEM

DBS1

MC0310

AN AID TO BRIEFING

DEPARTMENT OF HEALTH AND SOCIAL SECURITY

MARU
THE POLYTECHNIC
OF NORTH LONDON

DESIGN BRIEFING SYSTEM
An Aid to Briefing

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April 1986.

Introduction

The preparation of design briefs for health buildings can be simplified by using a briefing aid produced by the Department of Health. Called Design Briefing System, or DBS for short. It helps project teams to identify user requirements in a logical well-considered manner.

1. What DBS provides

The System adopts a disciplined check list approach, identifying the planning decisions which need to be made. It is adaptable to the needs of individual project teams. A range of appropriate planning options which concentrate on the intended operational policies is provided on the right hand pages of each DBS document, together with extracts of associated guidance from Health Building Notes (HBNs) on the left (Figures 1 & 2*). There is a simple referencing system which allows cross checking for compatibility of decisions made, and tracing throughout each document the consequences of changing decisions. They are arranged so that project team members can make their own record of decisions in the document itself mostly by ticking options, or entering additional text in the appropriate place. The brief is then typed directly from the completed Master document, supplemented where necessary with information from project team minutes.

2. Using DBS encourages project teams to consider the compatibility of decisions in a systematic and logical manner, thereby preparing a brief containing adequate detail of the user requirements. This should help to improve those areas in which some past designs have been deficient. For example, the provision of inadequate access or space; inadequate storage facilities.

3. DBS is primarily concerned with the detailed briefing stage of a project - preparation of the client/users contributions to a comprehensive design brief. In addition to providing information to the designer, the brief is useful at the commissioning stage, and for evaluation when the building has been in use for a period.

4. The use of DBS enables client/user requirements to be stated clearly and concisely by the project team, not only in respect of accommodation, but also how that accommodation is to be used. Furthermore, during refinement of the brief, use of DBS enables a check to be made on the implications of modifications resulting from previous client/user decisions, i.e. it establishes a systematic data chain which can be referred to at some subsequent stage it is necessary to trace back the reason for decisions. It must be borne in mind, however, that DBS options are not costed, and while providing the cost planner with earlier and more detailed information regarding the client/user requirements, DBS in itself does not assist in matching these with the money available.

5. The project team shown in the videotape on briefing were using the DBS document 'Accommodation for Staff Changing' to prepare a brief for an addition to existing buildings. Further DBS documents covering the needs of various hospital departments have been issued with revised Health Building Notes. These include Accommodation for Children, X-ray and Catering. Others are being drafted and later it is planned to link these with a document which assembles information of whole hospital policies.

6. *DBS DOCUMENTS ARE INTENDED TO BE USED AS AN AIDE MEMOIRE IN CONJUNCTION WITH THE ASSOCIATED HEALTH BUILDING NOTE AND OTHER GUIDANCE ISSUED BY THE DEPARTMENT, AND SHOULD NOT BE REGARDED AS TAKING THE PLACE OF SUCH GUIDANCE.*

The DBS Method

7. Using the document effectively

There are two parts to the document. The first part requires decisions to be taken, lists the options available and includes extracts of relevant guidance from the Health Building Note (Figures 1 and 2). The second part lists activity spaces (or rooms) from which a selection can be made based on the decisions recorded in the first part. (Figure 3).

8. Flexible use

Above all, it is intended that the system should be used flexibly. Although the documents anticipate the planning decisions which need to be considered, and carefully phrase the choices so that the design brief can be prepared directly from the document, the project team can add other decisions, options, and

* Appendix.

notes, or change the phrasing of existing ones to suit the project's requirements.

9. Distribution

A copy of the appropriate DBS document should be given to each member of the project team well before the first meeting where it is to be used. A master copy should be held by the project team secretary to record agreed decisions from which the brief is prepared.

10. Planning the meeting

It is important that each member of the project team should read their copy of the DBS document, and the associated Health Building Note, before the first planning meeting. This gives an overall view of the planning decisions which have to be made and helps to place the sequence of the decisions discussed at meeting in the right context.

The document can be used also, especially by the secretary or chairman of the team, to prepare the agenda of meetings and to arrange in advance for the attendance (or at least the views to be obtained) of representatives of specialist users (e.g. dentists, pharmacists, domestic services manager) when a particular service is being discussed.

11. Between meetings

Individual project team members can be assigned tasks related to specific parts of the document to consider between meetings. This feature can be used to obtain relevant information, to stimulate and focus attention on necessary fact-finding studies. It also highlights groups of decisions for members to work on, individually or in consultation with colleages or other specialists.

12. Member's record of meetings

Each member of the project team should record in their own copy of the DBS document the decisions agreed at meetings so that;

a) a clear, immediate record of AGREED decisions is taken away from each project meeting, rather than having to wait for meeting minutes (which have not been confirmed and may not always reflect accurately the decisions made);

b) one continuous record of up-to-date decisions is held by each team member rather than having records of decisions taken (and often revised) at various times embedded in a series of minutes (which may, in turn, be inaccurate).

13. This feature is especially important (outside the project meetings) when considering decisions which may have been amended by decisions made previously, and when checking that any interim or draft design briefs accurately reflect the latest agreed decisions. If members are absent from a particular meeting then arrangements must be made for them to update their own DBS document.

14. Meeting minutes

Minutes need only concentrate on the background leading up to the decisions made (and recorded in the DBS document) at project team meetings. If it is decided that parts of the minutes should be included in the client brief as supporting information, a note should be made alongside the relevant parts of the minutes which are to be added to the brief.

15. Cross-referencing

This is explained in detail in paragraph 27. It enables decisions to be cross-checked and is an important feature especially in helping to review the implications made at previous meetings.

16. Design Brief content

The primary aim of the brief prepared from a DBS document is to record the client/user requirements for a health building. The brief should be as unequivocal as possible to enable the design team to interpret their requirements into a design.

17. In addition, the brief will contain background information for designers and provide the basis for the commissioning and evaluation of the building. The organisational decisions included in DBS documents form an important aspect of this. The project team may decide also to include some extra background information from meeting minutes and this should be carefully noted in the Master DBS document.

18. Any brief (whether interim or complete) should be typed from the Master DBS document (with supporting parts of minutes included as notes). This helps to ensure that the draft is as up-to-date and as complete as possible. It is also easier for all members of the team to check its accuracy. The draft can then be agreed and edited before issue outside the project team.

AN EXAMPLE OF PART OF A BRIEF TYPED FROM ONE PAGE OF A DBS DOCUMENT IS REPRODUCED IN FIGURES 4, 5 & 6.

19. Preparation of part 2

Part 1 should be COMPLETE before selecting the detailed accommodation required (activity spaces) in Part 2 (Figures 9-12). The secretary or chairman of the team can use part 2 to ensure that a thorough check is carried out of the detailed implications of planning decisions recorded in Part 1. The choice of activity spaces and data sheets in draft form can then be made by a small sub group of the planning team for subsequent ratification by the full team.

20. Use after the brief is prepared

The Master copy of the completed DBS document should be retained (and kept up-to-date with any changes) as part of the project documentation after the design brief has been agreed, so that:

a) any subsequent changes in the brief or design which may be necessary during the project design stage can be fully checked out for their implications using the cross-referencing features of the DBS document;

b) it forms the basis for preparing operational manuals, initialising training programmes, etc. during commissioning;

c) a true evaluation can be made between the completed building and the intentions recorded in the design brief;

d) when considering any future building changes, upgrading or project phases, this DBS document (together with any other DBS documents for the project) are readily available to help ensure that new planning decisions are compatible with existing accommodation that has already been planned (but not yet built).

21. Completion of the document

It is intended that the DBS document should be used as a notebook in which each project team member can record the options selected at project team meetings, in addition to any other relevant background notes or information.

22. Content

The planning decisions in DBS documents are structured as follows:

- General Philosophy and considerations which is a summary of general philosophy of the service provided and general points that require consideration;

- Locational Relationships with other areas of the hospital;

- Organisation of Service, which sets out detailed operational policy decisions under several subheadings. Planning decisions in this sector have a direct implication on one or more of the following;

  - Design i.e. affect the type and quantity of the detailed facilities to be provided;

  - Operational policy, i.e. state operational procedures or staffing decisions which can be used as a reference point for commissioning or evaluation.

- General Design Requirements, which state any over-riding requirements which are not specified elsewhere in the design brief.

23. Presentation of information

Except for the introductory section - General Philosophy - all sections of the DBS document contain a set of options/planning decisions (shown on the right-hand pages Figure 2) together with extracts of any relevant planning guidance material (shown on the left-hand pages Figure 1), opposite the

appropriate options/decisions.

24. Guidance

The primary objective of the extracts of guidance material on the left-hand page is to remind the project team of the appropriate section of the Health Building Note which must be taken into account before specific options on the opposite page are selected.

25. Paragraphs of guidance dealing with cost effectiveness are highlighted in bold type (Figure 7), to alert the project team to the capital and running cost implications of certain decisions.

26. Planning decisions

For most planning decisions a set of possible options is shown. The project team select the options by ticking in the boxes alongside. Where appropriate they will quantify their choice and at any point they can enter other decisions, options or further information to be included in the brief.

27. A simple referencing system is incorporated which allows cross-checking for compatibility of decisions made. This reference relates to the page number (top right-hand corner) and the 'REF' column letter. For example, on page 10 of the DBS document Accommodation for Staff Changing and Storage of Uniforms (Figure 7) under references 'D' - uniforms/ protective clothing will be delivered directly to the storeroom for sorting and temporary storage (a) in folded packs. The unique reference for this option if selected is 10D(a), to which can be added the generic code for that DBS document 'CHG', making in all CHG10D(a). At the side of this option, in the 'earlier decision' column, references 8c, 9a identifies other previous decisions in the document which are related to, or have a bearing on the decisions being made - e.g. on page 8 option C.

28. The references in the 'earlier decision' columns (which are already printed in the document) may be used in the following ways:

- to check when making a decision that previous decisions are compatible;

- to check all the relevant consequences of doing so when proposing to change a decision.

Appendix
Figures

Figure 1
Guidance Page

2. SCOPE OF SERVICE & WORKLOAD (contd.)

STAFF WHO REQUIRE CENTRAL CHANGING ACCOMMODATION

Central facilities for changing and for storage and issue of uniforms should be provided for staff who have to wear uniforms (including protective clothing) whilst at work and for other staff who do not have convenient facilities at their place of work to hang outdoor clothes. Within the central changing area there should be separate accommodation for female and male staff but not usually for different grades of categories of staff. There may however be instances where because of local factors the provision of further separate accommodation for staff is considered appropriate. (HBN, para. 1.22)

The categories of staff who, in accordance with local requirements, could use central changing accommodation are:

a) female and male nursing staff
b) male and female medical staff
c) other professional and technical staff for whom local facilities are not provided
d) female and male ancillary and domestic staff. (HBN, para. 1.24)

MEDICAL STAFF

No attempt has been made to provide any particular solution as to how authorities should meet the needs of male and female medical staff for the storage and issue of white coats and for the secure storage of personal clothing. Solutions will need to relate to local circumstances. As examples, personal clothing can be stored in offices, in the doctors' offices associated with nursing sections, in association with the medical common room or where convenient in a post-graduate education centre or in the appropriate part of accommodation being used for education on a multi-disciplinary basis. It should be remembered that both male and female doctors will require secure storage for personal items whether by full-length or small security lockers; full-length lockers should be large enough to take top-coats and briefcases. A trolley service might be possible for the issue of white coats on a personal basis to different parts of the hospital, e.g. out-patients department or nursing sections. (HBN, para. 1.16)

It would probably be impracticable for consultants and other medical staff to use central accommodation because of the need to answer medical calls elsewhere or to go out at short notice. There should be full consultation with appropriate medical interests about the provision of facilities. In the event of some medical staff wishing to make use of central facilities, account must be taken of this at an early planning stage. (HBN, para. 1.17)

RESIDENT STAFF

The extent to which changing areas will be used by staff occupying residential accommodation would need to be decided at local level, in the light of the particular circumstances applying at individual hospitals, such as the distance of the residence from the resident's place of work. Where resident staff change in their residence the number will not normally be included in the calculation for changing spaces; they will require facilities for hanging up clothes and secure storage for handbags and other belongings at their place of work. In addition provision must be made for the issue of uniforms to them, whether from the central uniform issue point or elsewhere. (HBN, para. 1.33)

Figure 2
Options Page

Planning unit/dept: CHG | Page: 3 | Design Briefing System | STAFF CHANGING ACCOMMODATION | **Decisions**

Earlier decision	Ref	
		2. SCOPE OF SERVICE & WORKLOAD (contd.)
		CATEGORIES OF STAFF
	A	The categories of staff for whom central changing accommodation, including uniform storage and issue, will be provided include: (a) female and male nursing staff [ ] (b) female and male ancillary staff [ ] (c) female and male domestic staff [ ] (d) female and male professional and technical staff [ ] (e) female and male medical staff [ ] (f)
	B	The categories of staff for whom central uniform storage and issue only will be provided include: (a) female and male nursing staff [ ] (b) female and male ancillary staff [ ] (c) female and male domestic staff [ ] (d) female and male professional and technical staff [ ] (e) female and male medical staff [ ] (f)
	C	Resident staff will change into uniform (SPECIFY): (a) in their residence (_____) (b) in the central changing accommodation (_____) (c) in local changing accommodation (_____) (d)
		SPECIFIC EXCLUSIONS
	D	Central accommodation will not be provided for: (a) resident staff who do not require additional changing and storage space other than that already provided at their place of work [ ] (b) medical staff [ ] (c)

Figure 3
(Part 2) Options Page

Planning unit/dept: CHG | Page: 28 | Design Briefing System | STAFF CHANGING ACCOMMODATION | **Decisions**

Earlier decision	Ref	Activity Space	No.	A sheet	Locational relationship	✓
14A	A	DIRTY UNIFORM COLLECTION AREA			This is not a separate activity space but should be adjacent to the uniform storage or at the exit to changing areas	
14F	B	CLEANERS' ROOM		Y1501		
20C	C	SWITCHROOM		K0101		
10A 12A,B	D	UNIFORM FITTING/SEWING ROOM		V0508		

Figure 4
Options Selected for Brief

Planning unit/dept	Page	Design Briefing System	Decisions
CHG	10	STAFF CHANGING ACCOMMODATION	

Earlier decision	Ref	5.3 UNIFORM STORAGE & ISSUE
	A	A storeroom will be required to hold bulk deliveries of uniforms/protective clothing and general storage. This storeroom will provide: (a) access for bulk delivery/collection of uniforms/ protective clothing [✓] (b) access to users near the entrance to changing accommodation [ ] (c) shelves [ ] (d) racks [ ] (e) hanging rails [✓] (f) parking for hanging trolleys [✓] (g) storage for caps and other uniform accessories [✓] (h) materials for clothing repair and alteration [✓] (i) storage for disposable items [✓] (j) cleaning materials [ ] (k) space for central changing room staff [✓] (l) counter or issue point for uniforms/protective clothing [ ] (m)
		MANUAL SYSTEM
9A	B	Uniforms/protective clothing will be delivered directly to the storeroom: (a) on hangers in mobile trolleys [ ] (b) in folded packs [ ] (c) in containers [ ] (d)
	C	Uniforms/protective clothing will be issued to staff from the storeroom by central changing room staff: (a) in small quantities for storage in individual lockers [ ] (b) on a one-for-one basis [ ] (c)
		AUTOMATIC SYSTEM
8C 9A	D	Uniforms/protective clothing will be delivered directly to the storeroom for sorting and temporary storage: (a) in folded packs [ ] (b) on hangers in mobile trolleys [✓] (c) in containers [ ] (d)
	E	Uniforms/protective clothing will be issued into the automatic dispensers by central changing room staff: (a) on a daily top-up basis [✓] (b)
	F	Caps will be made available: (a) on a supervised self-service basis [✓] (b)

Figure 5
Options Selected for Brief

Planning unit/dept	Page	Design Briefing System	Decisions
CHG	11	STAFF CHANGING ACCOMMODATION	

Earlier decision	Ref	5.4 UNIFORM CLEANING/LAUNDRY
	A	The district central supply store is: (a) on site [ ] (b) off site [✓] (c)
	B	The hospital laundry is: (a) on site [ ] (b) off site [✓] (c)
	C	The linen turn-round time is 3 days
10B,D	D	Uniforms/protective clothing will be sorted: (a) in the laundry [✓] (b) in the central changing room [ ] (c)
10B,D	E	After sorting uniforms/protective clothing will be transported to the uniform issue area: (a) in folded packs [ ] (b) on hangers in mobile trolleys [✓] (c) in containers [ ] (d)

Figure 6
Examples of ways in which a section of a Brief could be typed from the Options Pages

OPTIONS SELECTED - TYPED DIRECTLY FROM DBS PAGE: 10 + 11

5.3 UNIFORM STORAGE AND ISSUE

A.A storeroom will be required to hold bulk deliveries of uniforms/protective clothing and general storage. This storeroom will provide:
(a) access for bulk delivery/collection of uniforms/protective clothing;
(e) hanging rails;
(f) parking for hanging trolleys;
(g) storage for caps and other uniform accessories;
(h) materials for clothing repair and alteration;
(i) storage for disposable items;
(k) space for central changing room staff.

AUTOMATIC SYSTEM
D. Uniforms/protective clothing will be delivered directly to the storeroom for sorting and temporary storage:
(b) on hangers in mobile trolleys.
E. Uniforms/protective clothing will be issued into the automatic dispensers by central changing room staff:
(a) on a daily top-up basis.
F. Caps will be made available:
(a) on a supervised self-service basis.

5.4 UNIFORM CLEANING/LAUNDRY

A. The district central supply store is:
(b) off-site.
B. The hospital laundry is:
(b) off-site.
C. The linen turn-round time is 3 days.
D. Uniforms/protective clothing will be transported to the uniform issue area:
(b) on hangers in mobile trolleys.

OPTIONS SELECTED - IN NARRATIVE FORM:

5.3 UNIFORM STORAGE AND ISSUE

A storeroom will be required to hold bulk deliveries of uniforms/protective clothing and general storage. This storeroom will provide: 10A
- access to users near the entrance to changing accommodation;
- hanging rails and parking for hanging trolleys, storage for caps and other uniform accessories, materials for clothing repair and alteration, storage for disposable items and cleaning materials, and space for changing room staff.

Uniforms/protective clothing will be delivered directly to the storeroom for sorting and temporary storage on hangers in mobile trolleys. 10D

Uniforms/protective clothing will be issued into the automatic dispensers by changing room staff on a daily basis. Caps will be made available on a supervised self-service basis 10E 10F

5.4 UNIFORM CLEANING/LAUNDRY

The district central supply store and the laundry are both off-site 11A 11B

The linen turn-round time is 3 days. 11C

Uniforms/protective clothing will be sorted in the laundry and after sorting will be transported to the uniform issue area on hangers in mobile trolleys. 11D 11E

Figure 7
Highlighted Guidance

4. LOCATIONAL RELATIONSHIPS

LOCATION

Central changing accommodation should be situated close to the hospital entrance used by most staff. Staff should not have to go unduly out of their way in order to reach the changing area. Bad siting is likely to lead to under-use of any accommodation provided and to a consequent development of ad hoc changing arrangements resulting in poor hygiene and an increase in security risks. The location of the changing accommodation needs to be considered in relation to the general pattern of perimeter access, parking and public transport and the hospital entrances. Staff changing accommodation can present a high fire risk, particularly if for long periods it is left unsupervised. Consequently the location of central staff changing facilities below a high life risk area, e.g. nursing sections and operating suites, should be avoided wherever possible. If there is no practical alternative, then any area containing open clothes hanging should be enclosed in half-hour fire-resisting construction additional to the half-hour fire-resisting enclosure of the whole accommodation. Fenestration to the open clothes hanging area should not occur below fenestration or any other opening to a high life-risk area on the storey immediately above. (HBN, para. 1.25)

The problems involved in a phased development must be carefully considered in order to ensure that:

a) the centralised accommodation is correctly situated in relation to the whole hospital, irrespective of the phase in which it is built;
b) if the accommodation is to be built in a later phase, staff changing facilities need to be available to meet the requirements in the earlier phase, or phases, pending completion of the main accommodation.

(HBN, para. 1.27)

THERE ARE ALSO PROBLEMS IN PHASING REQUIREMENTS FOR THE CHANGING ACCOMMODATION ITSELF. IT WOULD NOT BE ECONOMICALLY VIABLE TO PROVIDE AND RUN ACCOMMODATION EXCESSIVE TO ACTUAL IMMEDIATE NEEDS BUT INTENDED TO SERVE A LATER PHASE OF THE WHOLE HOSPITAL. ANY EXPANSION SHOULD BE CAPABLE OF BEING CARRIED OUT WITH THE MINIMUM DISRUPTION TO EXISTING ACCOMMODATION.CAREFUL PLANNING OF SUBSEQUENT BUILDING WORK SHOULD AVOID THE NEED FOR WORKMEN TO PASS THROUGH THE CHANGING AREA IN USE. (HBN, para 1.28)

The provision and siting of any clocking-in point will be a matter for decision in accordance with hospital policies. The best situation may be near the hospital entrance used by most staff, to which centralised staff changing should also be closely related. However, the point should not be placed in, or form part of, any changing area. Wherever installed, the clocking-in point requires its own waiting space to avoid congestion in main corridors. (HBN, para. 1.29)

If a hospital is scattered over a large site or there are blocks of accommodation within a large development or if large numbers of staff are involved, it may be necessary to divide the changing facilities into a number of separate areas located for convenient use by staff. The use of automatic systems enables this to be carried out more easily but local factors need to be taken into account when dividing accommodation in this way. A full assessment of the implications should be made in terms of capital and running costs, particularly having regard to the possible duplication of equipment and sanitary facilities. (HBN, para. 1.23)

Figure 8
Cross References

Planning unit/dept CHG	Page	Design Briefing System	Decisions
	10	STAFF CHANGING ACCOMMODATION	

Earlier decision	Ref	5.3 UNIFORM STORAGE & ISSUE
	A	A storeroom will be required to hold bulk deliveries of uniforms/protective clothing and general storage. This storeroom will provide: (a) access for bulk delivery/collection of uniforms/ protective clothing [ ] (b) access to users near the entrance to changing accommodation [ ] (c) shelves [ ] (d) racks [ ] (e) hanging rails [ ] (f) parking for hanging trolleys [ ] (g) storage for caps and other uniform accessories [ ] (h) materials for clothing repair and alteration [ ] (i) storage for disposable items [ ] (j) cleaning materials [ ] (k) space for central changing room staff [ ] (l) counter or issue point for uniforms/protective clothing [ ] (m)
		MANUAL SYSTEM
9A	B	Uniforms/protective clothing will be delivered directly to the storeroom: (a) on hangers in mobile trolleys [ ] (b) in folded packs [ ] (c) in containers [ ] (d)
	C	Uniforms/protective clothing will be issued to staff from the storeroom by central changing room staff: (a) in small quantities for storage in individual lockers [ ] (b) on a one-for-one basis [ ] (c)
		AUTOMATIC SYSTEM
8C 9A	D	Uniforms/protective clothing will be delivered directly to the storeroom for sorting and temporary storage: (a) in folded packs [ ] (b) on hangers in mobile trolleys [ ] (c) in containers [ ] (d)
	E	Uniforms/protective clothing will be issued into the automatic dispensers by central changing room staff: (a) on a daily top-up basis [ ] (b)
	F	Caps will be made available: (a) on a supervised self-service basis [ ] (b)

Figure 9
A Sheet

ISSUE RELATED TO NEW HBN'S **A**

ADB	ACTIVITY SPACE DATA SHEET	V0615
ORIGIN DHSS	**DATE** FEB 1983	
ACTIVITY SPACE NAME STAFF CHANGE LOCKER ROOM MALE CHANGE WITH AUTOMATIC UNIFORM ISSUE AND CLOAKROOM SERVICE (900) 135 MALE PLACES		**PROJECT CODE**

ACTIVITY UNIT SELECTION	1	CHANGING cubicle staff	B01AA
	1	STAFF CHANGING fully automatic uniform issue	B63AC
	34	CLOTHES storage locker small 4 tier 1800x300x450mm	C01GE
	2	CHAIRS upright stacking	C04CA
	1	MIRROR 600x300mm	C17CB
	2	TROLLEY soiled linen single ring BS2854	C31GE

FUNCTIONAL DESIGN REQUIREMENTS

FACILITIES needed for the following activities

i) Housing automatic dispenser.
ii) Access to within machine for linen staff with dress rail trolley for loading machine and to place outer garments on appropriate position.
iii) Access to and crush space around dispensing point for staff to insert personal coded card and to receive uniform on hanger or to receive outer garments on hanger.
iv) Storing small articles in locker.
v) Changing into clean uniform.
vi) Storing outer garments in automatic dispenser.
vii) Recovery of outer garments from dispenser.
viii) Changing into outer garments.
ix) Deposit dirty uniform.
x) Grooming.

PERSONNEL

Peak load 20% of number catered for

ADDITIONAL EQUIPMENT OR ENGINEERING TERMINALS not associated with a specific activity unit

1 No socket outlet 13A switched single
Clock

PLANNING RELATIONSHIP

Adjacent to entrance and sanitary facilities

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Figure 10
A Sheet Reverse

A

TECHNICAL DESIGN DATA V0615

		SPACE REQUIREMENTS		SPACE LOCATION PERIPHERAL	SPACE LOCATION INTERNAL	NOTES
AIR CONDITIONING		Air temperature	Winter	18°C	18°C	
		Air changes	Natural or mechanical	NAT	MECH	EXTRACT
		Air changes	Rate if mechanical		5/Hr	
	★ SPECIAL CRITERIA	Air temperature	Summer			
		Air humidity	Summer			
		Air humidity	Winter			
		Air filtration				
		Air pressure	(relative to adjoining space)		NEGATIVE	
LIGHTING		Lighting intensity	General	100/150 lux	100/150 lux	At floor
		Lighting intensity	Night			
		Lighting intensity	Local			
		Lighting intensity	Emergency			
	★	Glare index				
		Colour rendering				
SAFETY		Maximum accessible hot surface temperature		82°C		
		Maximum domestic hot water supply temperature				
NOISE		Acceptable level of noise from outside				
	★	Total acceptable sound level within space				
		Description of noise which cannot be tolerated within space		Not Critical		V1
		% of time acceptable sound levels can be exceeded				

NOTE ★ Absolute control of these conditions cannot be attained except by the use of costly and complex engineering systems. Values should only be put against these conditions where they are essential to room function as defined in and in accordance with Departmental Guidance.

DESIGN CHARACTER

INTERNAL FINISHES	WALLS	FLOOR	CEILING
GRADE	5	6	3
SURFACE REFLECTIVITY			

DOORS	Person/wheelchair access, single swing
IRONMONGERY	
WINDOWS	N/A
INTERNAL GLAZING AND METHOD OF OBSCURING	
HATCH	

Figure 11
B Sheet

Issue related to new HBNs **B**

ADB	ACTIVITY UNIT DATA SHEET	B63AC
ORIGIN DHSS		**DATE** FEB 1983
ACTIVITY UNIT TITLE	STAFF CHANGING Fully automatic uniform issue	**PROJECT CODE**

Activities: Users: Depositing and collecting outer garments.
Collecting uniforms.
Staff: Storing outer garments and uniforms.

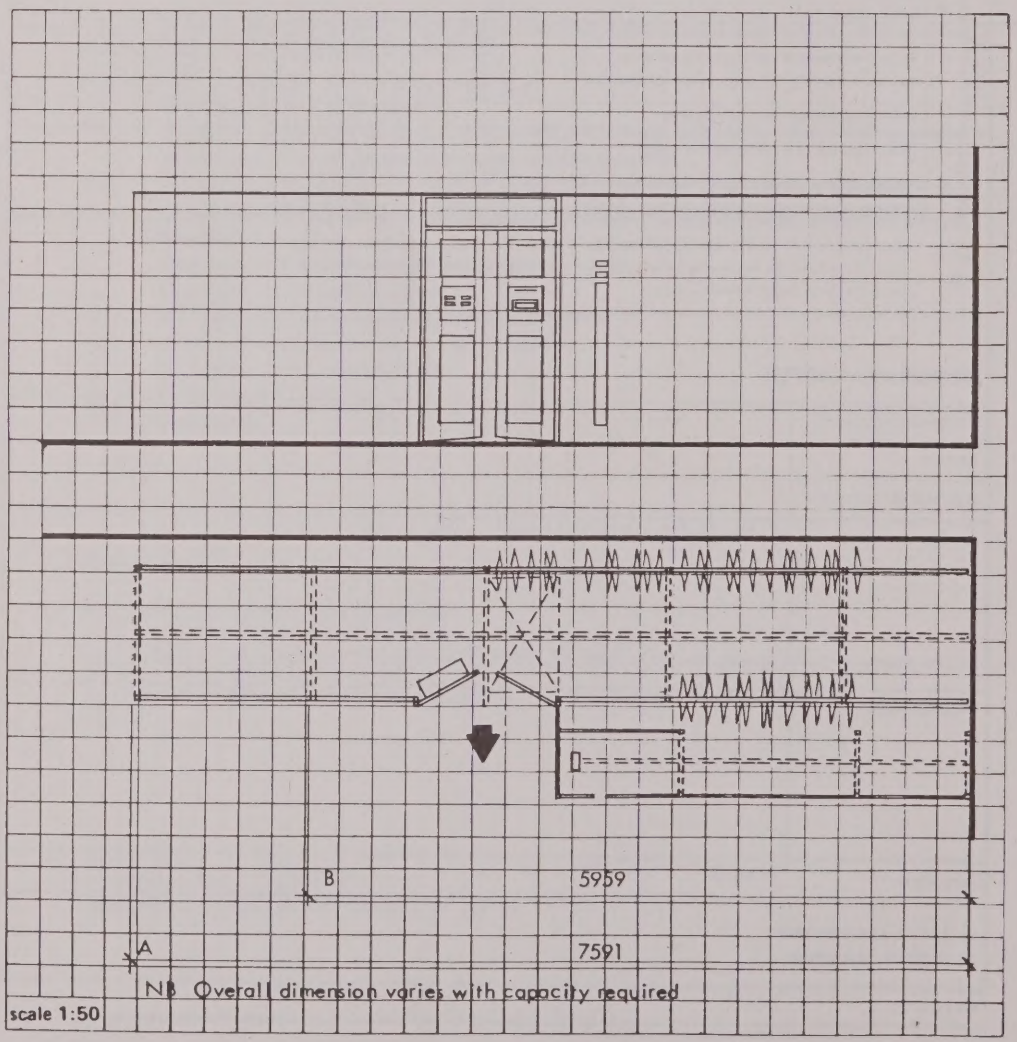

Figure 12
B Sheet Reverse

B

Group	Item	Qty	Size	Ref. No.
	A. Automatic uniform dispenser and cloakroom service.		2338x7591	
	B. Automatic uniform dispenser and cloakroom service		2338x5959	

Designed and Printed by The Business Service Centre, 47-55 Yarm Lane, Stockton-on-Tees, Cleveland TS18 3DY